

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE: Children Young People and Education

DIVISION: Childrens Social Care

JOB TITLE: **Team Manager Family and Friends
Assessment and Support**

ROLE PROFILE

Job Title:	Team Manager Family and Friends Assessment and Support team
Directorate:	Children Young People and Education
Division:	Childrens Social Care
Grade:	Grade 16
Hours (per week):	36
Reports to:	Service Manager – Fostering Service
Responsible for:	The viability and full assessment and support of friends and family members prior to approval as kinship foster carers or special guardians.
Role Purpose and Role Dimensions:	To provide exemplary leadership, management, and professional guidance to a team of social workers who manage a workload of friends and family (connected persons) assessments and support. Adhering to clearly defined timescales set by the courts and working in accordance with the Fostering National Minimum Standards, Fostering Regulations 2011, Care Planning and Case Review Regulations 2013, and Special Guardianship Regulations 2005. Ensure the delivery of preparation training to carers and ensure the timely presentation of assessments to the Fostering Panel and when required to the courts.
Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.
Key External Contacts:	Croydon Family Courts, residents, families and communities.
Key Internal Contacts:	Will be working closely other Social Work services in Croydon (Social Work with Families (SWwF), Family Assessment

Service (FAS), court progression manager and the legal team.

Financial Dimensions:

No financial responsibilities

Other Considerations:

The successful applicant will require experience of working within a Family and Friends environment (also referred to as kinship or connected persons teams) and have experience of delivering quality reports to court.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

Enhanced DBS check

What level of check is required?

Is the post politically restricted?
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974?
[\(Click here for guidance on ROA \)](#)

No

Key Accountabilities and Result Areas:

Manage a caseload of diverse cases, involving viability assessments to friends and family carers and those wanting to apply for Special Guardianship

Manage the delivery of preparation training for prospective family and friends foster carers and special guardians

Key Elements:

This will involve:
Ensuring assessments effectively meeting the needs of the client group, in line with the standards set out in legislation, guidance and standards and managed within a clear framework of oversight and supervision.

This will involve:
Ensuring people under assessment are fully prepared for the task of caring for the connected child(ren)

or young people.

Manage the supervision and support of temporarily approved foster carers

This will involve:

Ensuring that temporarily approved carers are supervised in line with the expectations of the Fostering regulations and national minimum standards.

Present and facilitate training events

This will involve:

Present and facilitate training for foster carers alone and with colleagues or other stakeholders.

Performance management and improvement

Scrutinise and drive continuous improvement in performance and quality of service delivered and in own practice. Recognise excellence and hold poor practice to account. Personally quality assure all documents for court, panel and other formal arenas.

Ensure that record keeping and data collection is undertaken in accordance with departmental policy and to meet statutory requirements

Purposeful and effective Social Work

Ensure social work practice is informed by statutory guidance, best evidence, and research.

Ensure purposeful systemically-informed social work practice within practice framework, which empowers carers to make positive changes, with explicit aims and objectives about desired outcomes which are proportionate to their capacity and children's need

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Provide high support and high challenge to motivate staff to carry out their roles to the best of their ability.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings.

Person Specification

Job Title: Team Manager Family and Friends Assessment and Support

Essential knowledge: Working knowledge of child development and demonstrate an ability to underpin practice with a theoretical base, including attachment theory and the needs of Looked After Children/Children in Need/children in the Child Protection system.

Working knowledge of the Fostering Regulations, National Minimum Standards, Care Placement and Planning Review Regulations and Special Guardianship Regulations.

Knowledge of family court proceedings

Good knowledge of different training methods, techniques and delivery models; including evaluating outcomes from training and supporting the effective transfer of learning into the practice environment.

Evidence of commitment to continuous professional development for self and others

Essential skills and abilities: Ability to summarise, analyse and evaluate complex information in relation to social work Form C assessments and practice alongside training

Understanding and commitment to the principles of openness, transparency and accountability and to the principles of Croydon's practice framework (child centred, building and sustaining trusting relationships, working with the whole family, delivering services and offering support).

Understanding of the need to provide high quality emotionally intelligent supervision, guidance and support to staff, and the particular importance of clarity of social work task allocation, setting priorities and personal development. To ensure both personal and case supervision records are up to date and have SMART timescales.

Ability to take into account issues relating to diversity and the experience of discrimination

Ability to ensure the production of high quality concise assessments and have excellent verbal communication skills

Ability to demonstrate the leadership and management skills required to manage a team of practitioners and develop strong relationships within the team and with practitioners and carers, colleagues and all professionals and family members

Ability to negotiate effectively with other partners within the council and use appropriate skills to develop effective inter-agency working procedures

Ability to build and maintain effective and collaborative relationships with individuals and stakeholders across different levels of the organisation and external to the council.

Ability to work with a high degree of autonomy and initiative, organise and prioritise own workload, and to work under pressure and meet deadlines.

Essential experience:

The post holder must be a qualified social worker registered with SWE

Experience of professional leadership, holding accountability for the practice and development of others, in order to drive service improvements and embed best practice throughout the team

Experience of preparing reports and presenting these within formal settings, such as court proceedings, fostering panels or other formal settings

Special conditions:

May be required to work outside of core hours if the scheduling of training requires it.